



North Bay Police Service Board

By-Law # 23 Workplace Accommodation

Legislative Reference / Authority

Community Safety and Policing Act, Regulations the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act

1. Preamble

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the North Bay Police Service Board shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation.
- b. It is the policy of the North Bay Police Service Board with respect to workplace accommodation that it will establish policy(ies) that are consistent with the requirements of the *Community Safety and Policing Act*, Regulation(s), other acts of legislation and incorporating any existing established operational and accounting practices as approved by the North Bay Police Service Board and or the Office of the Chief of Police;

2. Responsibilities

- a. The North Bay Police Service Board recognizes the inherent dignity and worth of every Member and takes every effort to ensure the it provides a supportive work environment for them.
- b. The Board is cognizant of its obligations pursuant to the *Ontario Human Rights Code*, *the CSPA* and the Collective Agreements between the Board and the North Bay Police Association and North Bay Police Senior Officer Association.
- c. The Board shall ensure the Chief of Police will prepare procedures in relation to workplace accommodation that at minimum include:
 - i. Identifying the responsibilities and roles of identified members who will assist in ensuring workplace accommodation requests and needs are addressed in an expeditious manner;
 - ii. Addressing the needs of temporarily or permanently disabled employees resulting from injuries or illness and members with special family needs, unless such accommodation poses undue hardship on the Service;
 - iii. Recognizing that accommodation is different for each employee;
 - iv. Ensuring that supervisors take the unique needs of the individual concerned into consideration;
 - v. Reflecting the legislative onus of the Service as an employer to accommodate the needs of qualified employees, which include universal accommodation by eliminating barriers for everyone and individual accommodation by eliminating barriers for one specific employee;



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- vi. Making facilities readily accessible to and usable by employees with disabilities taking into consideration ramps, entrances and exits;
- vii. Work station modifications such as specialized furniture, signage, modified lighting and handrails;
- viii. Job re-design such as the re-assignment of duties, the restructuring of job tasks, and the creation of part-time and modified work schedules;
- ix. Development of an accommodation and or return to work plan
- x. End of accommodation or return to work process; and
- xi. Modifying employment policy and practices such as waiving particular conditions or terms of employment.

Read the first time this 21st day of May, 2024

Read the second time this 21st day of May, 2024

Read the third time this 21st day of May, 2024

R. Stivrins
Board Chair